

## MILPERSMAN 1000-010

### PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS)

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<b>Responsible Office</b>	NAVPERSCOM (PERS-331)	Phone:	DSN COM FAX	882-3460 (901) 874-3460 882-2722
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<b>Governing Directive</b>	OPNAVINST 1000.23B
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#### 1. Definition

a. The **Pay/Personnel Administrative Support System (PASS)** consolidates pay, personnel, and Navy-sponsored passenger transportation functions into a central location, which provides all of these services.

b. The **Reserve Personnel Management Assistance Team (RPMAT)**, a component of the Naval Reserve Personnel Center, provides advice to and performs assistance visits at Personnel Support Activities (PERSUPPACTs) and Personnel Support Detachments (PERSUPPDETs) responsible for providing Reserve personnel administration support services. MILPERSMAN 1001-050 applies.

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2. **Guidelines.** Use the procedures and guidance in OPNAVINST 1000.23B for the administration of military pay, personnel, and Navy-sponsored passenger transportation functions for Navy activities supported by PASS.

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3. **Service and Pay Record Entries.** When an activity is supported by PASS, service and pay record entries shall be accomplished by the PERSUPPDET maintaining the records. PERSUPPDET officer in charge will use guidance in MILPERSMAN 1070-190 in granting "By direction" authority. PERSUPPDET customer commands are not required to give the PERSUPPDET "By direction" authority. The determination of what is to be entered in the service record (e.g., recommendations,

advancement and achievement notations, administrative remarks, etc.) and the notification of the PERSUPPDET of the required change is the responsibility of the individual's commanding officer. In general, the command will make decisions concerning personnel actions, and the PERSUPPDET will accomplish the paperwork portion of the action.

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## MILPERSMAN 1000-020

### PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES

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<b>Responsible Office</b>	NAVPERSCOM (PERS-331)	Phone:	DSN	882-3460
			COM	(901) 874-3460
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<b>Governing Directive</b>	OPNAVINST 1000.23B
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1. **Policy.** The customer and Personnel Support Detachment (PERSUPPDET) relationship is established under OPNAVINST 1000.23B.

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2. **Purpose.** To define responsibility of maintaining pay and personnel records.

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3. **Records Responsibilities.** The assignment of pay and personnel accounting responsibilities for all Navy commands are as follows:

a. Active duty commands with authorized disbursing and personnel support billets maintain their own pay and personnel records.

b. PERSUPPDETs maintain

(1) **pay and personnel records** for active duty commands without personnel and/or disbursing billets.

(2) **personnel records only** for Selected Reserves assigned to units collocated with a PERSUPPDET and without assigned personnel support billets.

c. Naval Reserve activities maintain all pay records for assigned Selected Reserves and the personnel records for Selected Reserves not collocated with a PERSUPPDET.

d. Naval Reserve Personnel Center maintains personnel records for Pre-trained Individual Manpower (PIM) not in a drill status; i.e., Individual Ready Reserve, Retired and Retired Reserve personnel.

e. Defense Finance and Accounting Service, Cleveland maintains pay records for PIM not in a drill status.

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#### 4. Recall/ Mobilization Responsibilities

a. Upon recall or mobilization, pay and personnel records of naval reservists will be maintained by the same activity that provides personnel and disbursing support to the active duty command the member is assigned to.

b. If a PERSUPPDET has not been designated, the active duty command or activated unit shall submit a request to the Navy Personnel Command (NAVPERSCOM) (PERS-331), copy to Enlisted Personnel Management Center (Code 31), requesting an activity be designated responsibility for pay and personnel support.

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5. Assignment Responsibility. NAVPERSCOM (PERS-331) is responsible for assignment of pay and personnel responsibilities. Requests for deviations from the above will be submitted to NAVPERSCOM (PERS-331) for review and approval.

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## MILPERSMAN 1000-030

### ACTIVE DUTY SERVICE DATE (ADSD) FOR ENLISTED PERSONNEL

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<b>Responsible Office</b>	NAVPERSCOM (PERS-312E)	Phone:	DSN	882-3363
			COM	(901) 874-3363
			FAX	882-2851

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1. **Definition of ADSD.** The active duty service date (ADSD) is the actual or adjusted date from which the amount of active military service performed is calculated. The ADSD reflects all periods of active federal military service in commissioned officer, warrant officer, or enlisted status.

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2. **How to Calculate the ADSD.** The following is provided to determine the ADSD for enlisted personnel:

a. **Members who have performed no prior active military service.** The date of entry on current tour of active duty.

b. **Members who have performed prior active military service.** Subtract the total of the prior periods of active service from the date of entry on current tour of active duty. If there is lost time (see MILPERSMAN 1600-100 for definition of lost time), advance date by number of days of lost time.

(1) **Example:**

95 01 03	Beginning date of current tour.
<u>-03 06 02</u>	Subtract total of all prior active service (in this example, 3 years, 6 Months, 2 days), including active duty for training.
91 07 02	New adjusted ADSD.
15	(Time Lost) - Advance date by number of days.
<u>91 07 17</u>	New adjusted ADSD.

(2) **Remember:** Lost time during current period of active duty. Advance the ADSD by the number of days of lost time.

(3) **Rules:**

(a) **All periods of lost time and periods of active duty or active duty for training of 30 days or less.** Count on a day-for-day basis.

(b) **Tours in excess of 30 days.** Subtract the first day of the tour from the last day of the tour and add 1 day to the remainder.

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## MILPERSMAN 1000-040

### FINGERPRINTING

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<b>Responsible Office</b>	NAVPERSCOM (PERS-842)	Phone:	DSN	882-4445
			COM	(901) 874-4445
			FAX	882-2626

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<b>Governing Directives</b>	NAVEDTRA 82740, Master-at-Arms, provides fingerprint methods and procedures to follow.
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1. **Background**. Fingerprints are the most positive means of identifying individuals. The ridges on the skin of the palmar surfaces of the hands and the planar surfaces of the feet are commonly referred to as papillary or friction ridges. These ridges form on the fetus before birth and remain unchanged throughout life and even after death, until decomposition of skin destroys them. Damage to the skin during a person's life may either be temporary or permanent. Abrasions and slight cuts that do not permanently affect the skin are corrected in time by nature, and the ridges reappear as they existed before the damage occurred. Deep cuts and injuries affecting the innermost sections of the skin will result in permanent scars but the general pattern will continue to exist.

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**2. When to Fingerprint.** Fingerprints will be recorded under the following circumstances:

<b>For members who are</b>	<b>Prepare</b>	<b>At time</b>
first term enlistees into the Navy or Naval Reserve who require an Entrance National Agency Check (ENTNAC) background investigation	DD 2280, Armed Forces Fingerprint Card	and place of enlistment.
first term enlistees into the Navy or Naval Reserve who require a security clearance background investigation	FD 258, FBI Fingerprint Card or applicant Fingerprint Card	and place that SF 86, Questionnaire for Sensitive Positions (for National Security), background investigation is requested.
Officer Candidates	FD 258	of appointment.
Reserve Officers	FD 258	applicant accepts appointment.
Naval Academy Midshipman	FD 258	member reports to Naval Academy.
Naval Reserve Officer Training Corps (NROTC) Midshipman (Regular Program)	FD 258	they report to their respective NROTC units.
NROTC Midshipman (Contracts Program)	FD 258	they enter the advanced portion of the NROTC Contract Program.
reenlisted with a break in service in excess of 24 months	FD 258	and place of reenlistment.
is a return deserter	FD 249, Fingerprint Card	at time of apprehension.

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## MILPERSMAN 1000-050

### FINGERPRINTING PROCEDURES

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<b>Responsible Office</b>	NAVPERSCOM (PERS-842)	Phone:	DSN COM FAX	882-4445 (901) 874-4445 882-2626
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1. **Preparation.** Follow the below steps in preparation of fingerprinting an individual.

Step	Action
1	Gather the following items: <ul style="list-style-type: none"><li>• Fingerprint or printer's ink.</li><li>• Ink slab.</li><li>• Appropriate fingerprint card or form (see MILPERSMAN 1000-040).</li><li>• Rag cleaning solution.</li></ul>
2	Have the individual being fingerprinted wash their hands with soap and cold water so that they are free of dirt, grease and perspiration.
3	Have the individual being fingerprinted sign fingerprint card or form.
4	Apply a few small dabs of ink on the ink slab.
5	Thoroughly roll the ink back and forth on the slab until a thin, even film covers the surface.  <b>Caution:</b> If too much ink is used, it will result in the obliteration of ridges. If too little ink is used, it will result in ridge impressions too light and too faint for tracing or counting.

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2. **Rolled Impressions.** A rolled impression is made to show the entire friction surface of the finger or thumb, from the tip to 1/4 inch below the first joint. The large area provides all necessary ridge characteristics for correct classification. Follow the steps below to take a rolled impression.

Step	Action
1	Have the individual being fingerprinted relax and refrain from trying to help by exerting any pressure on the ink slab or fingerprint card or form.
2	Starting with the index finger on one hand, roll lightly from the left edge of the finger to the right edge of the finger on the ink slab.
3	Roll the finger on the fingerprint card or form from the right edge to the left edge, exerting only light pressure to provide a clear impression.  <b>Note:</b> The roll is a single movement.
4	Repeat steps 1 through 3 for the rest of the fingers on both hands.
5	Roll thumb on one hand lightly from the right edge to the left edge on the ink slab.
6	Roll thumb on fingerprint card or form from left edge to the right edge, exerting only light pressure to provide a clear impression.  <b>Note:</b> The roll is a single movement.
7	Repeat steps 5 and 6 for the other thumb.

**Rule:** A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.

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3. **Plain Impressions**. A plain impression is obtained by pressing the bulb of the finger, on the ink slab and then on paper in the same manner. The purpose is to verify the order of the rolled impressions and to show certain characteristics that are sometimes distorted in the rolled prints. Follow the steps below to take a plain impression.

Step	Action
1	Have the individual being fingerprinted hold their fingers straight and stiff and the hand level with the wrist.
2	Press all the fingers on one hand lightly on the ink slab, pressing the four fingers on it at a slight angle.  <b>Note:</b> They should be showing the tips to 1/4 inch below the first joint.
3	The person taking the prints should grasp the wrist with one hand and press the fingers on the card with the other hand.
4	Repeat steps 1 through 3 for the other hand.
5	Press the thumb on one hand lightly on the ink slab.
6	Press thumb on the block next to the plain finger impressions.
7	Repeat steps 5 and 6 for the other thumb.
8	Clean hands thoroughly with cloth and cleaning solution.

**Rule:** A finger should be noted missing if any portion of it beyond the flexure of the first joint remains. The end of a mutilated finger, in all cases, should be inked and recorded as in the case of a perfect digit.

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## MILPERSMAN 1000-060

### MILITARY PERSONNEL IDENTIFICATION NUMBER

Responsible Office	NAVPERSCOM (PERS-312G)	Phone:	DSN	882-4846
			COM	(901) 874-4846
			FAX	882-2660

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#### 1. Policy

a. The social security number (SSN) shown on a member's OA-702, Social Security Account Number card will be the sole military personnel identification number for naval personnel.

b. Since the SSN is essential for personnel identification in the Navy, an applicant must have a SSN prior to being accepted for enlistment or commission in the Navy or Naval Reserve.

c. To facilitate pay and personnel record maintenance, the SSN recorded on

(1) DD 4, Enlistment/Reenlistment Document-Armed Forces of the United States; or

(2) NAVPERS 1000/4, Officer Appointment, Acceptance and Oath of Office

must be validated and will be used on all reports, forms, documents, correspondence, and official records concerning a member of the Navy.

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#### 2. SSN Change or Correction to Service Record

a. Submit a written request to Navy Personnel Command (PERS-312F) with a copy of the "correct" OA-702.

b. For Navy record purposes, the change is effective on the date shown in Block 14 on DD 1343, Notification of Change in Service Member's Official Records.

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## MILPERSMAN 1000-070

### IDENTIFICATION TAGS FOR MEMBERS

<b>Responsible Office</b>	NAVPERSCOM (PERS-332)	Phone:	DSN	882-3466/3467
			COM	(901) 874-3466/3467
			FAX	882-2766

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<b>Governing Directive</b>	NAVMEDCOMINST 5360.1
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1. **Purpose.** Identification (ID) tags are used to assist in identification of service members in the case of injury or death.

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2. **When Issued.** Two complete ID tags shall be issued to each member as soon as possible after reporting for active duty.

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3. **Who Can Issue.** Identification tags may be obtained from any activity possessing graphotype machines suitable for embossing the tags. Commands not possessing facilities for embossing identification tags may request them by mail from the nearest naval activity possessing embossing equipment. Requests should include a list of the personnel for whom tags are required, the appropriate number of blank tags, and the necessary data for preparation of the individual tags.

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4. **Where Stocked.** Blank tags and necklaces are standard stock items available through the Navy Supply System and are identified as cognizance "D" material.

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5. **When Worn.** ID tags shall be worn by each member as follows:

Active Duty	When prescribed by competent authority. At the time of release from active duty, the member shall retain the ID tags for use in case of mobilization.
Inactive Duty	When required by the Chief of Naval Reserve.

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6. **ID Tag Specifications**

a. Identification tags are:

Monel or other adopted metal
Approximately 2 inches long by 1-1/8 inches wide
About 0.025 inch thick
Finished with rounded corners and smooth edges

b. A necklace consisting of a 25-inch non-corrosive, nontoxic, and heat resistant material with a 2-1/2 inch extension of the same material shall be issued with the tags.

c. Completed tags shall be made up with one tag suspended by passing the necklace through the hole in the tag and the second tag suspended by passing the necklace extension through the hole in the tag and securing the extension to the necklace.

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7. **ID Tag Content.** Each tag has a capacity for five lines of type, 18 spaces to the line, and shall be embossed by a machine provided for that purpose. The following are the contents of each line:

a. First line: Record the name of the member (last name, first name, and middle initial; e.g., DOE, John R). When the space in the 1st line is insufficient, the 1st line shall contain the last name only. The first and middle initial is placed on the 2nd line.

b. Third line: Record the military personnel identification number (social security number). At the 10th space, record the letters "USN" regardless of whether Regular or Reservist. At the 14th space, record the blood type and RH factor.

c. Fifth line: Record the religious preference of the member. Show any religion or faith group designated by the member. If possible, spell out the preference. For example:

Assembly of God
Baptist
House of David
Orthodox Jew
Protestant
Roman Catholic

d. Otherwise, use the following meaningful abbreviations. The following examples are picked at random for guidance only and may be adapted to fit the preference expressed:

RELIGION OR FAITH GROUP	ABBREVIATION
African Methodist Episcopal Church	Af Meth Episcopal
Albanian Orthodox Church in America	Albanian Orthodox
American Evangelical Christian Church	Am Evang Chr
Armenian Apostolic Orthodox Church of America	Armenian Ap Ortho
Bohemian and Moravian Brethren	Boh Moravian Breth
Calvary Pentecostal Church	Cal Pentecostal
Christian Unity Baptist	Chr Unit Bap
Christ Unity Science Church	Christ Unity Sci
Church of Jesus Christ of Latter-day Saints	Latter-day Saints
Church of the Brethren	Ch of Brethren
Church of the Nazarene	Ch of Nazarene
Congregational Christian Church	Congregational Ch
Conservation Amish Mennonite	Con Amish Mennon
Disciples of Christ	Dis of Christ
Evangelical and Reformed Church	Evang Reformed
Evangelical Lutheran	Evang Luth
Evangelical United Brethren	Evang United Breth
Free Christian Zion Church of Christ	Free Chr Zion
General Church of New Jerusalem	Ch New Jerusalem
General Six-Principle Baptist	Gen Six-Prin Bap
New Congregational Methodist Church	New Cong Methodist
North American Old Roman Catholic Church	NA Old Roman Cath
Old German Baptist Brethren	Old Ger Bap Breth
Orthodox Presbyterian Church	Ortho Presbyterian
Pentecostal Holiness Church	Pentecos Holiness
Presbyterian Church, USA	Presbyterian USA
Primitive Adventist Christian Church	Prim Adventist Chr
Seventh-day Adventist	7-day Adventist
Slovak Evangelical Lutheran	Slovak Evang Luth
United Free Will Baptist Church	United Free Bap
United Zion Church	United Zion

8. **Member's Death.** In the event of member's death, refer to NAVMEDCOMINST 5360.1, Chapter 4.



## MILPERSMAN 1000-080

### IDENTIFICATION CARDS AND ISSUING ACTIVITIES

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<b>Responsible Office</b>	NAVPERSCOM (PERS-332)	Phone:	DSN COM FAX	882-3466/3467 (901) 874-3466/3467 882-2766
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<b>Governing Directive</b>	BUPERSINST 1750.10A
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1. **Policy**. Department of Defense policy provides identification cards for

a. members of the Uniformed Services for use in identifying their status as active duty, reserve, or retired members and as an authorization card for Uniformed Services' benefits.

b. eligible dependents and other eligible individuals to be used as an authorization card for benefits and privileges administered by the Uniformed Services.

c. eligible dependents of Ready Reserve members and of Retired Reserve members who have qualified for retired pay at age 60 but have not yet attained age 60.

d. former members (members who have been discharged after qualifying for retired pay at age 60 under the provisions of 10 U.S.C. 67) and their eligible dependents.

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2. **Guidance**. Use the procedures in BUPERSINST 1750.10A when issuing ID cards.

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## MILPERSMAN 1000-090

### RACE ENTRIES ON FORMS, RECORDS, AND REPORTS

<b>Responsible Office</b>	NAVPERSCOM (PERS-61)	Phone:	DSN	882-4561
			COM	(901) 874-4561
			FAX	882-2617

1. **Procedure**. When entries regarding race/ethnicity are required on personnel forms, records, and/or reports, the categories below shall be used (standard data item codes follow each category title).

2. **Race/ Population Group Definition**. The definition used for race/population group category is a division of mankind that possesses traits that are transmissible by descent and that are sufficient to characterize as a distinctive human type. The acceptable codes to use are:

<b>Category Race</b>	<b>Standard Data Item Code</b>	<b>Definition</b>
White	C	A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
Black	N	A person having origins in any of the Black racial groups of Africa or other areas.
Red	R	A person having origins in any of the original peoples of North America.
Yellow	M	A person having origins in any of the original peoples of Asia including China, Japan, Korea, the Philippine Islands, Samoa and other people of Pacific Island descent.
Other	X	A person choosing not be associated with any particular race group or cannot identify their race and chooses not to be associated with a particular race group.
Unknown	Z	Not a race group choice. Used to indicate an error or omission that requires correction to include the individual in one of the recognized general classifications. A person who does not know their race may choose "White", "Black", "Red", "Yellow", or use "Other."

3. **Ethnic Group Definition.** The definition for the ethnic group category is a segment of the population that possesses common characteristics and a cultural heritage significantly different from that of the general U.S. population and closely identifies with that cultural heritage. The acceptable codes to use are:

<b>Ethnic Group</b>	<b>Standard Date Item Codes</b>
Other Hispanic descent	1
U.S./Canadian Indian Tribes	2
Other Asian descent	3
Puerto Rican	4
Filipino	5
Mexican	6
Eskimo	7
Aleut	8
Cuban	9
Indian	D
Melanesian	E
Chinese	G
Guamanian	H
Japanese	J
Korean	K
Polynesian	L
Other Pacific Island descent	Q
Latin American with Hispanic descent	S
Vietnamese	V
Micronesian	W
Other- A person whose choice of an ethnic group is not listed above and chooses not to be associated with any of those ethnic groups.	X
None - A person choosing not be associated with any particular ethnic group.	Y
Unknown - Not an ethnic group choice. Used to indicate an error or omission that requires correction to include the individual in one of the recognized general classifications. A person who does not know their ethnic group should choose one of the recognized ethnic groups or use "Other" or "None."	Z

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4. **Subgrouping for Navy Reporting.** The following are the basic racial and ethnic categories to be used for Navy reporting.

Category	Definition
White	A person having origins in any of the original people of Europe, North Africa, or the Middle East and is not of Hispanic origin.
Black	A person having origins in any of the Black racial groups of Africa or other areas and is not of Hispanic origin.
Hispanic	A person having origins in any of the original peoples of Mexico, Puerto Rico, Cuba, Central or South America, Spain, Portugal, or of other Spanish cultures, regardless of race. Includes ethnic groups 1, 4, 6, 9, S, listed above.
American Indian or Alaskan Native	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands (including Filipinos). Includes ethnic groups 3, D, E, G, H, J, K, L, Q, V, and W.
Other	Persons not included in any of the above categories.

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5. **Determination and Correction of Race and Ethnic Descriptions.** Determination of race descriptions shall be based upon the declaration of the member concerned. NAVPERS 5354/1, Demographic Selection Form, is used to change or correct race/ethnic data. These forms may be obtained by written request to Navy Personnel Command (NAVPERSCOM) (PERS-61). Inquiries regarding the race or ethnicity of Navy demographics and individuals should be directed to NAVPERSCOM (PERS-61).

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## MILPERSMAN 1000-100

### HOME OF RECORD AND MAILING ADDRESS

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<b>Responsible Office</b>	NAVPERSCOM (PERS-312E)	Phone:	DSN COM FAX	882-3363 (901) 874-3363 882-2851
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<b>Governing Directive</b>	NAVSO P-6034, Joint Federal Travel Regulation (JFTR), Volume 1
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#### 1. Policy

a. To establish member's home of record and place from which ordered to tour of active duty for purposes of entitlement for travel and transportation allowances or other compensations provided by law.

b. The home of record does not in itself establish legal domicile or legal residence which can be determined only under civil laws for specific situations.

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#### 2. Definitions

a. **Home of Record.** The place recorded as the permanent home of the member when commissioned, appointed, enlisted, inducted, or ordered into a relevant tour of active duty, or the place recorded as the home of the individual when reinstated, reappointed, or reenlisted only when such reinstatement, reappointment or reenlistment follows a break in service of at least 1 full day (24 hours).

b. **Mailing Address.** The address at which a member of the naval service can be reached at any time by ordinary mail. The mailing address of a member serving on extended active duty is normally the address of the duty station to which assigned.

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3. **Home of Record for Officers.** Use the following table to determine an officer's home of record and place from which ordered to tour of active duty.

If an officer is appointed	then the home of record is	and the place from which ordered to tour of active duty is
directly from civilian status, inactive Naval Reserve Officer Training Corps (NROTC) Contract Student, enlisted status, or is a commissioned officer recalled to active duty status,	the permanent home address declared at time of appointment or recalled to relevant tour of active duty,	the place to which the active duty orders were addressed.
from active enlisted status,	the permanent home address at time of enlistment/reenlistment as reflected on DD 4, Enlistment/Reenlistment Document-Armed Forces of the United States (Rev. 5-88),	the place from which travel commenced for current continuous tour of active duty.
from any of the four service academies or regular NROTC midshipmen status, who had NO prior enlisted status,	the home address to which the permit/authorization to report as a midshipman was addressed,	the place at which a military status is attained (e.g., the service academy or NROTC educational institution).

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4. **Where to Record Home of Record for Officers.** The home of record is recorded on NAVPERS 1070/74, Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty (Rev. 9-75).

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5. Distribution of NAVPERS 1070/74

a. **For newly commissioned officers:**

(1) Original - Attach to the NAVCRUIT 1000/20, Officer Appointment Acceptance and Oath of Office (Rev. 7-83), and forward to the Commander, Navy Recruiting Command (Code 13).

(2) Duplicate - File in the officer field service record.

b. **For all other officers:**

(1) Original - Forward to Navy Personnel Command (NAVPERSCOM) (PERS-313C).

(2) Duplicate - File in the officer field service record.

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6. **Home of Record for Enlisted.** Use the following table to determine an enlisted member's home of record and place from which ordered to tour of active duty.

If an enlisted member is	then the home of record is	and the place from which ordered to tour of active duty is
immediately placed on active duty upon enlistment,	the permanent home of address at the time of enlistment as reflected on DD 4,	the place from which travel commenced for initial active duty as stated on DD 4.
not immediately placed on active duty upon enlistment,	the permanent home address at the time of enlistment as reflected on DD 4 UNLESS change in home of record has been recorded prior to the member's actual receipt of orders to the tour of active duty,	the place from which travel commenced for initial active duty as stated on DD 4.
reenlisted after a break in active service of one full day (24 hours),	the permanent home address at the time of enlistment as reflected on the current DD 4,	the place from which called to active duty as stated on DD 4.
immediately reenlisted with no break in active service,	the permanent home address at the time of initial enlistment as reflected on DD 4,	the initial enlistment location from which called to active duty as stated on DD 4.

**NOTE:** For a home address, if an enlisted member is residing at an address different from the home of record at the time of enlistment or during the enlistment, and the member wishes for personal reasons to have that address recorded in official naval records, the commanding officer may make an entry on the NAVPERS 1070/613, Administrative Remarks of the field service record to reflect that address.

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7. **Changes in Home of Record or Home Address**

a. The home of record remains unchanged during a continuous tour of active duty regardless of changes in the member's home address during the tour of active duty or enlistment. The official home of record may be changed upon reenlistment or reentry into the service provided there is no overlap in reenlistment contracts and a break in service of at least 1 calendar day has occurred. (Example: Member's current enlistment expires on the 12th of the month and the member reenlists on the 14th of the month.)

b. For enlisted members, if there is a break in service of at least 1 calendar day, and the home address the enlisted member recorded as home of record upon reenlistment is different from the place recorded on the previous enlistment, the new address becomes the home of record for the current enlistment. When a member is separated from the service for the purpose of continuing on active duty in the same or another status (e.g., reenlistment occurs prior to the expiration of the current enlistment), the reenlistment is considered a continuation of the incomplete enlistment for the purpose of travel allowances, and the home of record remains the place recorded for the incomplete enlistment. The home of record cannot be changed during the relevant tour of active duty or enlistment even though the home address is changed and the change is recorded.

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8. **Corrections**

a. A request for correction to the home of record (for officer and enlisted) and/or place from which ordered to active duty (for officers only) must be authorized or approved by the NAVPERSCOM (PERS-324). The request shall be submitted by the individual to include

- (1) full name,
- (2) social security number,
- (3) mailing address, and

(4) complete documentation and justification that the home of record or place from which ordered to tour of active duty was erroneous.

b. Active duty members will forward the request via their chain of command.

(1) **Officer** - NAVPERSCOM (PERS-324) will request the member's command to execute a new NAVPERS 1070/74.

(2) **Enlisted** - NAVPERSCOM (PERS-324) will correct the enlisted member's permanent personnel record and give commands authority to correct the field service record.

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## MILPERSMAN 1000-110

### NAME AND ADDRESS LISTS OF MEMBERS OF THE NAVY AND NAVAL RESERVE

Responsible Office	NAVPERSCOM (PERS-06)	Phone:	DSN	882-3165
			COM	(901) 874-3165
			FAX	882-2615

#### 1. Policy.

a. Lists containing the names and duty station address pertaining to active duty or reserve personnel may be furnished to any organization or individual external to the government **provided** the guidelines of the Freedom of Information Act, Privacy Act, and 10 U.S.C. 130b are followed. Specifically, the **duty station address** pertaining to **active duty or Reserve personnel** who are

- (1) **stationed overseas,**
- (2) **on deployable units, or**
- (3) **at sensitive units**

are **not** releasable to the general public. All other duty station address information is considered releasable.

b. The home address of all U.S. Navy personnel is prohibited from release to any individual or organization external to the government unless specifically authorized by a statute that supercedes the Privacy Act or Freedom of Information Act.

## MILPERSMAN 1000-120

### CORRECTION OF DATE OF BIRTH

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<b>Responsible Office</b>	NAVPERSCOM (PERS-312G)	Phone:	DSN COM FAX	882-4846 (901) 874-4846 882-2660
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1. **Policy.** A correction of the date of birth in the official records of a member is made only after an administrative examination has shown that the evidence presented is indisputable and authority has been granted by the Navy Personnel Command (NAVPERSCOM).

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2. **Command's Responsibility.** Prior to submission of the request for change in the date of birth, the command shall advise the servicemember of the Privacy Act statement as follows:

"Authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of the date of birth. It will become a permanent part of the Navy Personnel Records System. Disclosure of information is voluntary; however, failure to provide the information will result in disapproval of the request for a change of the date of birth."

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3. **Member's Responsibility.** The member must forward a request for correction of date of birth to NAVPERSCOM (PERS-312) via the commanding officer. b. The request must include the following:

a. Social Security Number (SSN) and complete mailing address.

b. A statement of the reason for the erroneous recording.

c. A copy of the birth certificate or other documentary evidence of the correct date of birth. When the evidence submitted is not identified as a public record, a statement by the responsible public official that no public record of birth exists shall be included.

d. An affidavit that the applicant is the person referred to in the documentary evidence submitted.

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4. **Acceptable Evidence**. Acceptable documentary evidence for establishing the correct date of birth is listed below in order of preference.

a. Records made at the time of birth or baptism are considered conclusive evidence. Any one of the following documents in the form specified is acceptable:

(1) A copy of the birth certificate provided it is officially certified by competent civilian authority.

(2) A copy of the baptismal certificate by an ecclesiastical official, provided the baptism date is prior to first entry into the naval service.

(3) A copy of the hospital record of birth certified by the official having custody of the records.

(4) A certified statement of the attending physician as to the date and place of birth shown in the records.

b. Family records or other records made subsequent to the time of birth of the member may be accepted when substantiated by another such record. When none of the evidence listed above is available, two of the documents below in the form specified is acceptable:

(1) Photographic copy of an entry in the family Bible certified by a notary or other public official generally authorized to administer oaths. The certification must state the original has been sighted, that the particular entry appears to have been made contemporaneously with the birth of the member concerned, and that no conditions exist tending to discount its authenticity.

(2) Corrected birth certificate bearing the raised seal of the clerk having custody of the records together with supporting evidence showing the basis for correction.

(3) Delayed birth certificate showing the birth recorded on a report of the attending physician or midwife and bearing the raised seal of the clerk having custody of the records.

(4) Certified extract from the census enumeration's of any two of the following periods: 1920, 1930, 1940, 1950, or 1960.

(5) Certified copy of a school document or record.

c. Affidavits of relatives, friends, or disinterested parties who knew the applicant from time of birth may be accepted when the evidence above is not available. Two affidavits containing the following information are required:

(1) Full identification of the affiants and their respective ages.

(2) Name, date, and place of birth of the applicant.

(3) Source of knowledge of the above information.

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5. **After Correction of Date of Birth is Authorized**

a. The NAVPERSCOM (PERS-312) will authorize a correction of birth date by issuing a DD 1343, Notification of Change in Servicemember's Official Records (Rev 5-80).

b. For officers, copies will be sent to the officer concerned, his or her commanding officer, and all offices having custody of the officer's various personnel records.

c. For enlisted, a copy will be sent to the member's commanding officer and Personnel Support Activity Detachment or activity maintaining the personnel record.

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## MILPERSMAN 1000-130

### NAME CHANGE OF MEMBER

<b>Responsible Office</b>	NAVPERSCOM (PERS-312G)	Phone:	DSN	882-4846
			COM	(901) 874-4846
			FAX	882-2660

1. **Policy**. Change of name in the official record is made only after an administrative examination of the evidence and approval by Navy Personnel Command (NAVPERSCOM). A change of surname due to marriage or divorce shall be reported immediately. A name may not contain punctuation marks, including a hyphen, apostrophe, comma, period, or space.

2. **Command's Responsibility**. Prior to submission of request for name change, the command shall advise the servicemember of the Privacy Act statement as follows:

"The authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of name. It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of name."

3. **Member's Responsibility**. The member must forward request for name change to NAVPERSCOM (PERS-312) via the commanding officer. The member's social security number and complete mailing address are required to ensure proper identification. The request shall be accompanied by appropriate documentary evidence verifying the change in name. Examples of such suitable evidence are as follows:

- a. Marriage certificate.
- b. Final divorce decree containing provision for restoration of maiden name.
- c. Court order authorizing name change.

d. Birth certificate.

e. Naturalization certificate.

4. **Effective Date.** For Navy record purposes, a name change is effective from the date of NAVPERSCOM authorization as indicated in Block 1 on DD 1343 (Rev. 5-80), Notification of Change in Servicemember's Official Records.

5. **Additional Name Change Requirement.** Member shall complete and submit SSA 7008 (Rev. 5-88), Request for Correction of Earning Record to the Social Security Administration to ensure proper recording of Federal Insurance Contribution Act (FICA) wage credit deductions. SSA 7008 is available at local Social Security Administration offices.



## MILPERSMAN 1000-140

### MAILING ADDRESS OF MEMBERS ON INACTIVE DUTY

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<b>Responsible Office</b>	NAVRESPERSCEN (N3)	Phone:	DSN	678-6936
			COM	(504) 678-6936
			FAX	678-1533

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1. **Who this Applies To.** This applies to all members not on active duty of the Naval Reserve, and all retired members of the Navy or Naval Reserve, including the Fleet Reserve and the Temporary Disability Retired List (TDRL).

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2. **Definition.** Mailing address is the address at which a member can be reached at any time by first class mail. Rural Route numbers with a post office box number are acceptable. However, United States Post Office Boxes and addresses such as banking institutions, which some members have designated as the place to receive pay checks, are not acceptable mailing addresses.

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3. **Recording of Current Address.** Current address will be recorded in the Inactive Manpower and Personnel Management Information System (IMAPMIS) database and the member's service record.

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4. **Change in Mailing Address**

a. Officers will notify the service record custodian of the new mailing address. If the officer fails to do so, the Naval Reserve activity will terminate the officer's orders and forward the individual's service record to the Naval Reserve Personnel Center (NAVRESPERSCEN) for appropriate action.

b. Enlisted members will notify the unit and service record custodian of the new mailing address. If address is a temporary change of residence (6 months or less), the service record custodian shall be informed of the temporary change of address

at the beginning of temporary residence and again at the end of such residence.

c. Selected Reservists or Voluntary Training Unit (VTU) members will change a current address via the Reserve Standard Training Administrative and Readiness Support System (RSTARS). Changes will be made by the activity responsible for RSTARS and service record maintenance.

d. Individual Ready Reservists, Fleet Reservist, Standby Reservists, and Retired Reservists shall submit a change of address directly to the Commanding Officer, Naval Reserve Personnel Center (Code 401), New Orleans, LA 70149.

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5. **Mail Classified as "Undeliverable."** When an enlisted member's mail is classified as "undeliverable", the commanding officer of the Naval Reserve activity and the Commanding Officer, NRPC shall attempt to locate the member by inquiries to

a. the member "via certified mail return receipt requested" at the last known address;

b. the postmaster of the last known address regarding a forwarding address;

c. next of kin or other relatives;

d. employer; and

e. Defense Finance and Accounting Service (DFAS) Cleveland Center, if the member is receiving retired or retainer pay.

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6. **Listed as "Unlocatable."** When unable to obtain a new address, the member shall be reported as "unlocatable" and the following procedures will be followed:

IF	AND	THEN
an enlisted member is in a drilling unit,	a local search fails to obtain the new address or it is outside the area of jurisdiction,	the records of the enlisted member shall be transferred to NAVRESPERSCEN and the member will not be recommended for reaffiliation or reenlistment without the approval of Navy Personnel Command (NAVPERSCOM) (PERS-913).
an enlisted member has a mandatory drilling obligation (e.g., SAM or SAM II),	a local search fails to obtain the new address or it is outside the area of jurisdiction,	the Naval Reserve activity will initiate discharge procedures by reason of "unsatisfactory participation in the Ready Reserve" (MILPERSMAN 1910-158).
a Reserve officer has been listed as "unlocatable" for 9 months,	all reasonable efforts to locate the officer are unsuccessful,	NAVRESPERSCEN shall submit the name to NAVPERSCOM for referral to the Naval Reserve Officer Mobilization Disposition Board for appropriate action.

**NOTE:** Service records of officers who are reported through IMAPMIS as "unlocatable" will be examined periodically by NAVRESPERSCEN.

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## MILPERSMAN 1000-150

### BOARD OF CORRECTION OF NAVAL RECORDS (BCNR)

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<b>Responsible Office</b>	NAVPERSCOM (PERS-00ZCB)	Phone:	DSN	882-3043
			COM	(901) 874-3043
			FAX	882-2604
	For information concerning BCNR matters:		DSN	224-1316
			COMM	(703) 614-1316
			FAX	224-9857

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<b>Governing Directive</b>	10 U.S.C. 1552
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1. **Purpose.** The Board of Corrections of Naval Records (BCNR) was established to provide a method for correction of error or removal of injustice from naval records without the necessity for private legislation. BCNR is not a part of Navy Personnel Command (NAVPERSCOM). It is a separate shore activity under the direction and supervision of the Assistant Secretary for Manpower and Reserve Affairs. Upon presentation of satisfactory evidence by the member concerned, the BCNR may recommend to the Secretary of the Navy that the record be changed.

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2. **Who may Submit Applications.** BCNR applications may be submitted by:

- a. the petitioner,
  - b. the petitioner's heir, or
  - c. the petitioner's legal representative.
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3. **Application Requirements**

a. Applications for review to the BCNR may be submitted only after having exhausted all available administrative remedies afforded by law, unless waived by BCNR.

b. Additionally, prior to petitioning the BCNR regarding a **discharge**, the case must be reviewed, and a "no change" decision is made, by the Naval Discharge Review Board (NDRB). (See MILPERSMAN 1000-160 regarding final discharges that NDRB does not review.)

c. Applicants or applications must

(1) be submitted within 3 years after the claimant discovers the error or injustice. Petitions submitted later than 3 years after the petitioner discovers the error or injustice may be considered if the BCNR finds it to be in the interest of justice. Petitions submitted late should include an explanation for late submission and why consideration of the late submission is in the interest of justice.

(2) identify the specific error or injustice.

(3) contain sufficient information to permit the BCNR to determine whether relief is warranted.

(4) include any other relevant information (i.e., corroborating evidence such as affidavits or other written statements from individuals with personal knowledge of the relevant facts and specific reasons, if any, why expeditious processing is warranted).

**Note regarding selection boards:** If the petition is to be considered and resolved prior to the convening of a selection board, the petition should be received by the BCNR at least 4 months before the selection board convenes.

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#### 4. Where to obtain an application

a. Applications must be submitted on DD 149, Application for Correction of Military Record Under the Provisions of 10 U.S.C. 1552 (Rev 8-93).

b. Applications and general information can be obtained from

- (1) Naval Legal Service Offices,
- (2) Personnel Support Activity Detachments,
- (3) Department of Veterans Affairs, or

by writing to:

Board for Correction of Naval Records  
Department of the Navy  
2 Navy Annex  
Washington, DC 20370-5100

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## MILPERSMAN 1000-160

### NAVAL DISCHARGE REVIEW BOARD (NDRB)

<b>Responsible Office</b>	Naval Discharge Review Board	Phone:	DSN	325-6600
			COM	(202) 685-6600
			FAX	(202) 685-6581

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<b>Governing Directive</b>	10 U.S.C. 1553
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1. **Policy**. The Naval Discharge Review Board (NDRB) was established to review whether the type and nature of discharge issued a petitioner should be changed, corrected, or modified; and if so, what actions should be made.

2. **Scope**. The NDRB may review all final discharges except those

a. awarded more than 15 years before an application for review was submitted,

b. resulting from a general court-martial, or

c. due to physical disability.

3. **Authority**. The NDRB has no authority to

a. revoke any discharge;

b. reinstate a person in the military service;

c. recall a person to active duty;

d. waive discharge to permit enlistment in the naval or other Armed Forces;

- e. cancel enlistment contracts;
- f. change, correct, or modify any document other than the discharge document;
- g. change the reason for discharge from, or to, physical disability; or
- h. determine eligibility for veteran's benefits.

4. **Requirements.** To permit relief, an error must have been found to have existed during the period of enlistment in question. The member's good conduct after discharge, in and of itself, is not sufficient to warrant changing an unfavorable discharge. There is no entitlement to a discharge upgrade, there is no automatic review of a discharge by NDRB, and there is no automatic upgrade of discharge 6 months after discharge. Individuals must submit an application (DD 293, Application for the Review of Discharge or Dismissal from the Armed Forces of the United States) for a review of the discharge.

5. **Applications**

- a. Applications for review (DD 293) and general information can be obtained by writing to:

**Naval Discharge Review Board  
720 Kennon Street SE RM 309  
Washington Navy Yard DC 20374-5023**

- b. or visit our web site at:

[www.hq.navy.mil/ncpb/](http://www.hq.navy.mil/ncpb/)